

New Markets Tax Credit Program

Instructions for Using the 2003 Online Allocation Application

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I. Required Soft/Hardware and Getting Started

Software

- Internet Explorer 5.5 or Netscape Navigator 6.0
- Internet connection of 56Kbps or higher is best, but the online Allocation Application will function on a slower Internet connection
- Windows 98 or higher (or other system compatible with the above Explorer and Netscape software)

Hardware: A computer system that can run the above software

Getting Started: Use the paper Allocation Application on the Fund's website (www.cdfifund.gov) as a guide for the requested information needed to complete the electronic application. Gather appropriate application documents and data for completion prior to starting the online Allocation Application.

TIP: Start filling in the electronic application early. The Fund **will not** grant extensions to individual organizations experiencing technology problems. Discovering technology issues early will allow the Fund to assist organizations in completing the application process by the deadline.

II. Getting Help

For programmatic questions about the contents of this 2003 Allocation Application, you may contact the Fund at:

Mail: 601 13th Street, NW
Suite 200 South
Washington, DC 20005

E-mail: cdfihelp@cdfi.treas.gov
(with the subject line "NMTC Allocation Application")

Phone: (202) 622-7373

Fax: (202) 622-8911

Web: www.cdfifund.gov

If you require information technology assistance in using the online 2003 Allocation Application, please call (202) 622-2455 or email ithelpdesk@cdfi.treas.gov (with the subject line "NMTC Allocation Application - IT Support")

The Fund will provide programmatic and information technology support related to the Allocation Application between 9:00 am and 5:00 pm, Eastern Time, through September 29, 2003. **The Fund will not respond to phone calls or emails concerning the Allocation Application that are received after 5:00 pm, Eastern Time, on September 29, 2003, until after the Allocation Application deadline of September 30, 2003.** Please note that this date is an extension of the cut-off date initially published in the NOAA.

TIP: The Fund recommends that you prepare as if the application due date is September 29, 2003. That way, if you have any questions (technological or otherwise) regarding the submission of your application, the Fund can help you resolve outstanding issues prior to the application deadline of 5:00 pm on September 30, 2003.

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III. Logging On

This year, all organizations will access the 2003 online Allocation Application through myCDFI/CDE. myCDFI/CDE has two levels of registration: (1) as a user; and (2) as an organization. An organization only registers once, and any registered organization may have multiple users.

- 1) Go to the Fund's website at www.cdfifund.gov. You may either click on **myCDFI/CDE** in the left menu bar, or use the registration prompts in the middle of the Fund's homepage.
- 2) To register yourself as a new user, register a new organization, and start a new 2003 NMTC Allocation Application:
 - a) Click on **Register New User**.
 - b) Enter your own user email address and other address/contact information as prompted.
 - c) To register your organization, click on **Register a new myCDFI organization**, and enter your organization's EIN and address information as prompted. Please note that providing a D&B Number is not required. However, providing a Web Address is. If you do not have a Web Address, just type "Not Applicable" in the Web Address text box.
 - d) Upon providing your organizational information, you will be directed to your myCDFI/CDE homepage.
 - e) To begin a 2003 online NMTC Allocation Application, click on **Applications** tab in the upper right hand corner of the screen.
 - f) Under **Available Applications**, click on **2003 NMTC Allocation Application**. The online Allocation Application will launch in a separate window.
- 3) To regain access to a 2003 online NMTC Allocation Application that you have already started:
 - a) Using the registration prompts on the Fund's homepage, enter your email and password and click **Continue**.
 - b) To access to your organization's myCDFI/CDE account, click on **Access myCDFI organization**.
 - c) Enter your organization's EIN.
 - d) Click on **Applications** tab in the upper right hand corner of the screen.
 - e) Under **Current Applications**, click on **2003 NMTC Allocation Application**.
- 4) If you would like to access your online NMTC Allocation as submitted under the 2002 round:
 - a) From your myCDFI/CDE homepage, click on **Access NMTC Handbooks**, in the Quick Links box in the bottom right hand corner of your screen.
 - b) You will be directed into your 2002 NMTC Handbooks account without having to provide your old userid and password from last year.
 - c) Click **View** to access your organization's online 2002 NMTC Allocation Application.

If your myCDFI/CDE homepage does not have an **Access NMTC Handbooks** link, this means that the EIN you used to register via myCDFI/CDE does not match the EIN that was submitted with your 2002 Allocation Application. Please contact the Fund's IT Help Desk if you are having problems with this.
- 5) If you would like to grant multiple users access to your organization's online 2003 Allocation Application:
 - a) Ensure that the individuals you would like to add have registered as users via myCDFI/CDE, following steps 2a-c above. You will not be able to grant access to users that have not registered on myCDFI/CDE.

TIP: All Fund communication will be through email, the online Allocation Application, and myCDFI/CDE. It is important to provide a valid email for someone who checks his/her email on a regular basis.

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- b) From your myCDFI/CDE homepage, click on the **Manage Account** tab in the upper right hand corner of your screen.
- c) Click on **Manage Users**. Please note that the first person to register via myCDFI/CDE for each organization will automatically be assigned the "Administrator" role for that organization's account and will have the ability to grant or deny additional users access to the organization's myCDFI/CDE account.
- d) To add a user, click on **Add User** in the upper right hand corner of the chart listing your current users. Enter the email of the new user and other information as prompted, and you will be returned to the Manage Users homepage. You may add users who are not staff members of your organization (e.g., a consultant).
- e) Before the user can have access to your organization's myCDFI/CDE account, you will need to enable their account. From the Manage Users homepage, click on the name of the user whose account you would like to enable, and click the **Enable Account** button at the bottom of the screen.

NOTE: You will see information regarding giving users varying levels of access to your organization's myCDFI/CDE account. The Fund anticipates that this functionality will be available to users in the near future. However, this feature is not yet fully operational. Therefore, if you grant a user access to your organization's account, you will be granting them access to every aspect of your account.

TIP: If you grant multiple users access to your online 2003 Allocation Application, each will be able to access the same page of your application concurrently, however, the last user to click **Save** will overwrite all the data previously entered by other users.

NOTE: You will see information regarding giving users varying levels of access to your organization's myCDFI/CDE account. The Fund anticipates that this functionality will be available to users in the near future. However, this feature is not yet fully operational. Therefore, if you grant a user access to your organization's account, you will be granting them access to every aspect of your account.

- f) myCDFI/CDE will automatically send an email to the user you just added, informing s/he that his/her access to your organization's myCDFI/CDE has been enabled.
- g) To access your organization's myCDFI/CDE account, the new user will need your organization's EIN:

- i. Using the registration prompts in the middle of the Fund's homepage, the user should log onto myCDFI/CDE.
- ii. The user should enter your his/her email address and password. Please note that this email must match what you entered for this user when you added him/her to your organization's myCDFI/CDE account.
- iii. Upon completing the logon process, the user should click on **Access myCDFI organization**,
- iv. The user should enter your organization's EIN when prompted and click **Continue**. From there, the user will have full access to your myCDFI/CDE account, including your 2003 online Allocation Application.

IV. General Tips

- 1) **Time:** The online application will automatically log you off after 20 minutes of inactivity (i.e., no movement between screens). If this happens you will lose any data that you entered and did not save. The clock in the upper right hand corner of the page will tell you how much time you have left until you will be logged out of your current session. It will turn yellow when you have five minutes left. Please keep in mind that you do not have to complete your online 2003 Allocation Application in one session. You may save data, logout, and return to your application at a later date.

TIP: The best strategy for filling out an application is to answer the questions in numeric order to ensure accurate computer responses. Answers to certain questions may affect other parts of the online application. You may be required to fill out additional questions/exhibits or prevented from filling out questions/exhibits based on your responses.

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- 2) **Question-by-Question Navigation:** The online application will prompt you to enter questions in numeric order. For the most part, each question will have its own page. In some cases, a single question will span multiple pages due to the nature of the data requested (e.g., Questions #17, 19, 26, 51, 52, and 54). To prevent loss of data, the online Allocation Application has disengaged your Internet browser tool bar. Therefore, you will not be able to use your Internet browser to move between pages. Instead, the status box at the top of most pages provides you with **Previous Page** and **Next Page** links to move forward and backward through each question in the application. Be sure to press **Save** before clicking these links, otherwise you will lose data.
- 3) **Saving Data:** The **Save** button appears on all screens with editable fields. Generally, most questions have separate view only and edit screens. Clicking **Save** will save the data on the page you are on, and forward you to the next applicable page.
 - a) In many cases, clicking **Save** will return you to the view only screen for the question you are working on. To move forward through the application, click **Next Page**.
 - b) In some instances, clicking **Save** will activate additional required data fields on the same page that you are on, based upon your answer to the first portion of the question (e.g., any narrative questions, such as Question 21, that require a YES/NO response from you before applicable narrative can be provided). In such cases, read the red messages within the body of the page or in the status box at the top of the page to complete this question.
 - c) At any time, from the view only screen of a question you may click **Previous Page** to return to the previous question or **Next Page** to move to next question.
 - d) Be sure to save your information before clicking **Previous Page** or **Next Page**. A good indication that the data you entered was correctly saved is that the running clock in the upper right-hand corner of the status box on that page will refresh.
- 4) **Navigation between Sections:** You may use the navigation bar on the left side of the screen to toggle through different parts of the application. Just click on the section you would like to go to, and then click on the appropriate question number. You may also access a given section by clicking on the "Application Status" link at the top of the navigation bar, and then clicking on the appropriate section.
- 5) **Links to Exhibits:** There are a number of questions that provide you with direct links to relevant exhibits/tables (e.g., majority of the questions in the Management Capacity section). To return to a question in the body of the application after viewing an exhibit, you will need to use the navigation bar on the left side of the screen.
- 6) **Glossary Terms:** Words that are italicized are defined glossary terms. This is located in the Application Materials on the left navigation bar.

V. Data Entry Tips

- 1) The **status box** at the top of each page will inform you whether the current page/question is complete. If there are errors in your data entry, red error messages will appear in this box or within the body of each page. A page will not be considered complete until all errors have been remedied.
- 2) The application has a checklist, which lists each section, and whether it is "Complete", "Incomplete" or "Not Applicable". A section will not appear as "Complete" on this checklist until you have properly entered all required data for each question. If a questions is marked as "Incomplete" in the checklist, click on that question to view the red error messages indicating why the question is incomplete. You may also click on the **Application Status** link in the left menu bar to see which whole sections of your application are "Complete" or "Incomplete". If you discover that an entire section is incomplete, you will need to navigate through the section using the "**next page**" link until you find the item that is marked as incomplete.
- 3) Generally, when you first enter a question, you will be looking at a view-only version of the question. To provide or modify your response to a question, read the instructions at the top of each page.

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- a) For all questions requiring a narrative response (e.g., Question 18 or 53), you need to click an **Edit** button to access a separate screen via which you can submit your narrative information. In certain cases where the application indicates that a brief answer is expected, the textboxes will allow only 2500 characters including spaces (approximately ½ page in MS Word). Applicants will be prevented from exceeding the space provided.
 - b) For any questions where a YES/NO response determines if the provision of narrative or other data elements are required (whether it is one YES/NO question or multiple): first, you will need to select a YES/NO response for all applicable questions, and then click **Save** to access the applicable **Add/Edit** buttons to provide narrative or other data (e.g., Questions 22 or 57).
- 4) To copy and paste information in a Windows platform from a MS Word file or other word processing file:

TIP: Before using the 2003 online Allocation Application, type your narrative answers into a separate word processing program (e.g., Microsoft Word). Then copy and paste the answers into the appropriate sections of the online application. This will prevent the loss of information if you encounter problems saving your application or connection problems. It will also cut down on the time you spend filling out the application online.

- a) Go to the document with the appropriate text.
- b) Highlight the information you wish to paste. **Press and hold down the Ctrl button, then press C.**
- c) Go to the online application. Click in the applicable text box. **Press and hold down the Ctrl button, then press V.** This will paste the information into the text box. Alternatively, you can press the right button on your mouse and then select **Paste**.
- d) The text boxes only allow basic text. Any formatting (e.g., italics, bold, bullets) will be simplified to a basic font. Charts and tables

cannot be pasted or created in the text boxes. Additionally, you will not be able to check for spelling or grammatical errors within the online application.

- e) Do not use commas, dollar signs, or hyphens or decimal points when entering numeric information in tables or answer spaces.

VI. Allocation Application Homepage

- 1) On the Allocation Application homepage, you will see a data field called "Time You Entered This Page". When this time reaches 5:00 pm ET on September 30, 2003, you will no longer be able to submit your application.

- 2) When you first enter the online application, you will be required to certify to: (1) the Assurances and Certifications contained in the 2003 Allocation Application; and (2) the fact that you have read all the resources provided by the Fund.

- 3) If you cannot certify to the Assurances and Certifications:

- a) Upon clicking **Continue**, you will be prompted to provide a written explanation of such. You will not be permitted to enter into and provide data in the 2003 online Allocation Application until you have provided the required narrative.
- b) After providing this narrative and upon re-entering the online application, you will not be asked for this narrative again, but you can still modify your written explanation by clicking on the **Edit/Update** link.

TIP: The "Time You Entered This Page" field indicates the Fund's official time. Once this time says **5:00 pm ET on September 30, 2003**, you will no longer be able to submit your online Allocation Application.

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VII. Instructions for Specific Questions

Applicant Information

- Question 2:** You will be asked to provide general information about the applicant.
- The applicant's name and EIN will be populated automatically by data you entered in myCDFI/CDE. You will not be able to alter these data points in the online application. If you need to modify your EIN, you will have to request such through myCDFI/CDE or the Fund's IT Help Desk.
 - You will be asked if the applicant is a domestic corporation or partnership. If you indicate "Neither", the applicant is not eligible to apply for a NMTC allocation, and you will not be able to submit an online Allocation Application.
 - You will also be asked if affiliates of the applicant are also applying for a NMTC allocation in the 2003 round. If you indicate YES, then the applicant is not eligible to apply for a NMTC allocation, and you will not be able to submit an online Allocation Application.
- Question 4:** The address you entered in myCDFI/CDE when registering your organization will be pre-populated into the mailing information fields. You may edit these fields as necessary.
- Questions 5-6:** All Fund communication will be through email, the online application and myCDFI/CDE. Therefore, it is important to use a valid email for the Authorized Representative and Contact Person. Be sure to provide a Contact Person who checks his/her email on a regular basis.
- Question 7:** You will be asked if the applicant is duly organized and validly existing under the laws of the jurisdiction in which it is incorporated or otherwise established. If you indicate NO, then the applicant is not eligible to apply for a NMTC allocation, and you will not be able to submit an online allocation application.
- Question 8:** You will be asked if the applicant is certified as a CDE or has submitted a CDE certification application by the requisite deadline. Subsequent to 5:00 pm ET, August 29, 2003, the Fund will check your EIN to see if you are either certified as a CDE or if you have submitted a CDE Certification Application by the requisite deadline. If the answer to both questions is NO, then the applicant is not eligible to apply for a NMTC allocation, and you will not be able to submit an online allocation application.
- Question 9:** You will be asked if you intend to transfer allocations to subsidiary entities.
- Click **Edit** to access the editable portions of the question.
 - Provide a YES/NO response to the two questions listed on the page when prompted. Then click **Save** and **Next Page**.
 - If you indicated YES to both questions, you will be prompted to provide information about these subsidiary entities to the chart in Question 9. Follow the instructions on the separate data entry page to ensure proper and accurate data entry.
 - When you are finished listing subsidiary entities, click **Finished adding subsidiaries**.
 - The subsidiaries listed in this chart will be populated automatically into Table D2, where you will be asked to discuss the applicant's strategy for transferring allocations to subsidiary entities. You will not be able to alter this list of subsidiaries on Table D2. You will have to return to Question 9 to edit the list of subsidiary entities.

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- f) To change your response to Question 9, add additional subsidiaries, or delete current subsidiaries listed, click on **Applicant Information** in the left menu bar from anywhere in the application. In the drop down menu at the top of the page you are on in the Applicant Information section, select **(9) Transfer of Allocations to Subsidiaries**, and click **Go to Question**. Repeat steps a-d above.

Question 12-13:

You will be asked to describe your service area, which should be the same as (or a subset of) that designated by the Fund in its official letter of CDE certification for your organization. If you have not received such a letter, then it should be the same service area designated in your CDE certification application.

- a) Click **Edit**, and select your service area in Question 12 (i.e., national, regional, etc.).
- b) Click **Save** and then **Next Page**.
- c) You will be asked to select the states that you intend to serve. If you select a nationwide service area, you must identify the 7 states or territories with the highest expected concentration of projected activities. An applicant that indicates a statewide service will only be able to select one state. Applicants indicating other service areas will not be able to enter more than 7 states. Click **Edit** to add states. Click **Save** and then **Next Page**.
- d) For all but national and statewide services areas, after you have identified the states you will serve, you will be prompted to indicate if you plan to serve the entire state or if you will serve select counties within the state. The online application will prompt you to provide this information one state at a time. Click **Edit** to provide your response. Click **Save** and then **Next Page**. Upon clicking **Next Page**, you will be directed to the next applicable state. After the last state, you will be directed to the next question upon clicking **Next Page**.
- e) If you want to add or delete a state from your service area, click on **Applicant Information** in the left menu bar from anywhere in the application. In the drop down menu at the top of the page you are on in the Applicant Information section, select **(13) Geographical Areas** and click **Go to Question**. Repeat steps c and d above.

Business Strategy

Question 17:

You will be asked to indicate the types of QLICI activities in which you intend to engage.

- a) You should complete this question before completing any of the other questions or Exhibits that follow, since your response to Question 17 will affect the applicability of other questions and Tables that appear later in the application.
- b) This question is split in to multiple sub-questions and spans multiple pages to facilitate data entry. When you enter the question, click on the link in the instructions box to provide a new response or modify your current response to Question 17.
- c) First, you will be prompted to provide the percentages of your allocation (by dollar amount) that will be used for each of the five categories of QLICI activities. Once you have entered your percentages, click **Save**.
- d) Upon clicking save, you will be prompted to provide additional data for applicable QLICIs (e.g., if you indicated a percentage for "Investment, or loans to, other CDEs", then you will be asked to indicate if you plan to originate loans or capital/equity, and you will also be asked to quantify the activities in which the recipient CDEs will engage).
- e) Once you have entered the additional data required, click **Save** and then **Next Page**. This will return you to the view-only screen for Question 17.

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Question 19:

You will be asked to indicate the percentage of your QLICI activities (by dollar amount) that will be used to provide products that are flexible or non-traditional in form.

- a) In the online application, this question is split in to multiple sub-questions and spans multiple pages to facilitate data entry. When you enter the question, click on the link in the instructions box to provide a new response or modify your current response to Question 19.
- b) First, you will be prompted to provide the percentage of your allocation (by dollar amount) that will be used to offer products that are flexible or non-traditional in form. Once you have entered your percentage, click **Save**.
- a) If you provided a percent greater then zero, then you will be prompted to indicate which flexible or non-traditional rates or terms that you will offer. Once you have indicated YES/NO for each rate or term, click **Save**.
- b) Upon clicking **Save**, you will have access to the **Add/Edit** buttons to provide narrative to describe each of the flexible or non-traditional rates or terms that you indicated you would offer.
- c) Provide narrative for each rate or term that requires such. Your narratives will be saved at the bottom of your screen.
- d) Once you have provided all required narrative, click **Save** and then **Next Page**. This will return you to the view-only screen for Question 19.

Question 25-26:

In Question 25, you will be asked to indicate if your strategy supports: (1) a single QLICI; (2) a discrete number of QLICIs; or (3) a general pipeline of activities.

- a) If you indicated either #1 or #2 above, then you will be required to enter at least one QLICI transaction in the chart on Question 26. If you indicated #3, Question 26 will appear as "Complete", because you are not required to provide QLICI transactions unless you want to exemplify your expected pipeline. You may still add QLICI transactions to the chart.
- b) When you enter Question 26, click on the link in the instructions box to modify your response to Question 26 and add QLICIs to the requisite chart.
- c) Upon clicking this link, you will be directed to a separate edit screen to provide specific QLICI information. Follow the instructions on this edit screen to ensure proper and accurate data entry.
- d) When you are finished entering QLICI transactions, click **Return to Question 26** in the status box at the top of the page to return to the view-only screen for Question 26.
- e) You may add or delete QLICI transactions from this chart at any time by clicking on the **Products, Services, and Investment Criteria** link in the left menu bar from anywhere in the application. Click **Question 26**, and repeat steps b-d above.

Question 28:

You will be asked to indicate and provide narrative indicting if your receipt of a NMTC Allocation will help you expand the volume of your activities, increase the types of products and services you offer, or target areas of greater distress than you currently serve.

- a) First, you should provide YES/NO responses to indicate whether you will achieve each of these three items. Then click **Save**.
- b) Upon clicking **Save**, you will have access to the applicable **Add/Edit** buttons to provide narrative for each item you expect to achieve.

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- c) If you indicated NO to all three, you will be asked to explain why you are seeking a NMTC Allocation. Click **Add/Edit** to provide narrative.

Management Capacity

Question 50:

You will be asked to describe the financial health of the applicant:

- a) First, indicate if your response is: (1) For the applicant; (2) For the controlling entity; or (3) Not applicable. Then click **Save**.
- b) If you indicated #3 above, you will not be required to complete the remainder of Question 50. Click **Next Page** to move onto the next question.
- c) If you indicated #1 or 2 above, you will need to provide YES/NO responses in Questions 50a-d. Then click **Save**. Upon clicking **Save**, you will be provided an **Add/Edit** button next to each applicable narrative question.
- d) Add narrative where required, and click then **Next Page** to move onto the next question.

Question 51:

You will be asked if you are a previous CDFI Fund awardee – under any of the Fund's other programs.

- a) First, indicate a YES/NO response to Question 51a. Then click **Save**.
- b) If you indicated NO, you are not required to complete the remainder of Question 51, and should click **Next Page** to move onto the next section.
- c) If you indicated YES, upon clicking **Save**, you will be provided an **Add/Edit** button next to Question 51b. To list your previous CDFI Fund awards, click this **Add/Edit** button. You will be direct to a separate edit screen to provide this data. Follow the instructions on this edit screen to ensure proper and accurate data entry.
- d) When you are finished, click **Return to Question 51** in the status box at the top of the page.
- e) If you listed a NMTC Allocation Award, you will be prompted to provide narrative in Question 51c. Click **Add/Edit** to provide narrative.
- f) Click **Next Page** to move onto the next question.
- g) You may re-access and change the data in this chart and question at a later time by selecting **Management Capacity** in the left menu bar from anywhere in the application. Click on **Question 51**, and repeat steps b-f above.

Community Impact

Question 52:

You will be asked if you intend to use your QEI proceeds to finance *QLIC*s made in one or more geographic areas characterized by higher distress.

- a) First, indicate the percentage of your activities (by dollar amount) that will be targeted towards areas of higher distress. Click **Save**.
- b) If you entered a percentage of zero, you will not be required to complete the rest of Q52, and you will see that the YES/NO selections will be replaced by N/A's.
- c) If you entered a percentage greater than zero, you will be prompted to indicate the areas of higher distress that you intend to serve. By **selecting YES/NO**, indicate which areas you intend to serve. You must select either a YES/NO response to each area listed, and you must indicate a YES response to at least one area.
- d) Once you have provided a YES/NO response to each item listed, click **Save**.

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- e) Upon clicking **Save**, you will have access to the applicable **Add/Edit** buttons to provide narrative for each area you expect to serve. All applicants will have access to an Add/Edit button to provide narrative describing the applicant's strategy to target these areas. If an applicant indicated that it would serve a locally designated or "other" area, the applicant will also be provided an Add/Edit button to provide narrative describing the local or "other" designation. Click **Add/Edit** to provide all required narratives.
- f) Click **Next Page** to continue to the next question.

Question 54:

You will be asked to indicate the impacts you expect to achieve via your NMTC business strategy.

- a) When you enter Question 54, click on the link in the instructions box to provide a new response or modify your current response to Question 54. Upon clicking this link, you will be directed to a separate data entry page to provide specific impact information.
- b) By **selecting YES/NO**, indicate which impacts you expect to achieve.
- c) When you are finished, click **Save**.
- d) Upon clicking **Save**, you will have access to the **Add/Edit** buttons to provide narrative to describe each of the impacts that you indicated you would offer.
- e) Provide narrative for each impact that requires such. Your narratives will be saved at the bottom of your screen.
- f) Once you have provided all required narrative, click **Save** and then **Next Page**. This will return you to the view-only screen for Question 54.
- g) You may re-access this chart at a later time by selecting **Economic Impacts** in the left menu bar from anywhere in the application. Click on **Question 54** and repeat steps a-f above.

VII. Instructions for Exhibits and Tables

All Tables

- 1) Read the Tips on each Exhibit homepage and follow the instructions at the top of the page for each table.
- 2) Columns and rows that are in blue are automatically calculated by the system. You will not be able to edit these fields.
- 3) To enter data in the gray fields, click the **Edit** buttons. You will be directed to a separate edit screen to provide your data. The fields that are automatically calculated by the system will not appear on these edit screens.
- 4) In each table, you must check **Click here, if table Complete in all aspects** in order for the system to mark each table as "Complete". Failure to do such will prevent you from submitting your online Allocation Application. Additionally, checking this box will populate any empty cells in your table with zeros.

Exhibit A

- 1) If you answered YES to Question 23 to indicate that you have a track record of providing the types of QLICI activities that you intend to offer, you will be required to complete the charts in Exhibit A as applicable.
- 2) For those tables that are applicable and you complete, you will need to indicate whether the data in the table refers to the applicant or its controlling entity. You may indicate one or the other, but not both. The entity that you select will have to be consistently selected on every table that you complete.

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- 3) If you do not have a track record in a particular type of QLICI activity, you will not be required to complete the table. If this is the case, you should select either the applicant or controlling entity as appropriate and check the **Not Applicable** field within the table, so that the table will be marked as "Complete".
- 4) In each table, click the **Edit** buttons to provide data.
- 5) The data you enter for "Totals to Disadvantaged Businesses and Communities (1998-2002)" must be a subset of "Totals (1998-2002)". The system will not let you save data that does not meet this rule. For your ease of reference, the values for "Totals (1998-2002)" will appear on the separate edit screen for entering "Totals to Disadvantaged Businesses and Communities (1998-2002)".

Exhibit B

- 1) The system will only require you complete those tables in Exhibit B that correspond to the QLICI activities you indicated you would engage in per Question 17.
- 2) In each applicable table, click the **Edit** buttons to provide data.

Exhibit C

- 1) For each table in Exhibit C, you will have the option to check **Not Applicable**, and the table will be marked as "Complete". For example, if you do not have a track record of raising capital, you may check **Not Applicable** for Table C3.
- 2) For Tables C1 and C2, follow the instructions on the table to provide accurate data.
- 3) If you complete Table C1, you should submit copies of your investor letters with your application. If you fail to submit such, your application will still be accepted, but your Capitalization Strategy score will reflect this lack of information.
- 4) For Table C3:
 - a) Indicate if this table is being completed for the applicant or its controlling entity. You may only indicate one or the other, but not both.
 - b) Click the **Edit** buttons to provide data.
 - c) The sum of rows 3, 5, 7, and 9 must be a subset (i.e., less than) row 1.
 - d) The sum of rows 4, 6, 8, and 10 must be a subset (i.e., less than) row 2.

Exhibit D

- 1) In each table, click the **Edit** buttons to provide data.
- 2) In Table D1, the "Total \$ amount of QEIs to be Issued" must equal your NMTC Allocation Request. For your ease of reference, the amount of your allocation request per Question 1 will appear on the edit screen for this table.
- 3) Table D2 is only applicable if you indicated in Question 9 that you intend to transfer allocations to subsidiary entities. For Table D2:
 - a) The first row will automatically be populated with the applicant's information.
 - b) The remaining rows will be populated by the subsidiary entities you listed in Question 9. You will not be able to alter this list via Table D2. If you need to modify this list, you will have to return to Question 9 to do so:
 - i. Click on **Applicant Information** in the left menu bar.
 - ii. In the drop down menu at the top of the page, select **(9) Transfer of Allocations to Subsidiaries**.
 - iii. Click **Go to Question**.

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- c) If you indicated in Question 10 that you plan to transfer allocations to subsidiary entities that are not yet formed, click on *Click here to add a proposed Subsidiary*.
- d) If you intended to transfer your entire allocation to subsidiary entities (i.e., the applicant itself will not be exchanging QEIs), then leave the row for the applicant blank. These cells will be accepted as complete when you check **Click here, if table Complete in all aspects**.
- e) The total of the column "Total QEIs to be Issued by Entity" must equal your NMTC Allocation Request.

Exhibit E

- 1) In the view screens for each table in Exhibit E, you will only see key identifying data (e.g., Name, Firm, Title at Firm, and Role with Applicant). When you click the **Edit** button, you will see the full data requirements as outlined in the tables in the paper application. Although all data items do not appear in the view only screen of the tables, they will appear when you print your application using the **Print Application** link in the left menu bar.

Exhibit F

- 1) On this table, click the **Edit** buttons to provide data.

VIII. Printing, Reviewing and Submitting Your Application

- 1) To prevent loss of data, the online Allocation Application has disengaged your Internet browser toolbar. Therefore you will not be able to use your Internet browser to print individual pages of the application. You should use the **Print Application** link in the left menu bar to print all or select pieces of your application.

*NOTE: At the time of the release of the online Allocation Application, the **Print Application** function was not fully operational. The Fund anticipates making this available within a week after launching the online Allocation Application. Until such time, you may print individual pages of your application by clicking on your right mouse button and selecting **Print**.*

- 2) At any time, you may click on the **Application Status** link in the left menu bar, from anywhere in the application, to see which whole sections of your application are "Complete" or "Incomplete".
- 3) Once your status page indicates that all sections are "Complete", a **Submit** button will become available to you. **YOU WILL NOT BE ABLE TO SUBMIT AN APPLICATION UNTIL ALL ITEMS ARE COMPLETE.** If you believe that items that are complete are incorrectly showing up as incomplete, be sure to contact the Fund's technical support team by phone or email prior to 5:00 pm on September 29, 2003 so that they may help you resolve your errors.
- 4) Before you submit your application, the Fund recommends that you print and review your application. **ONCE SUBMITTED, YOUR APPLICATION MAY NOT BE ALTERED.**

TIP: You will be prevented from submitting an electronic application after **5:00 pm ET on September 30, 2003**. The system prevents submission of an electronic application if it is incomplete, on behalf of an ineligible entity, or past the date/time of the application deadline. **Once an application is submitted to the Fund, it may not be altered.** An application will not be considered **complete** until the signature page (unaltered with the authorized representative signature) is received by **5:00 pm ET on October 7, 2003**, in accordance with the instructions provided in the paper and online applications.

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- 5) Once you have submitted your online Allocation Application, follow the on-screen instructions for completing submission of the application. You must print off the Signature Page, have the authorized representative sign the signature page and mail it the Bureau of Public Debt at the address provided. An application is not complete until your Signature Page has been received at the appropriate address.
- 6) Along with your signature sheet, you should submit all requisite attachments. If you fail to provide the requisite attachments, your application will still be accepted, however, it will be scored accordingly. Please gather one original set and four copies of your attachments. The possible attachments to the 2003 online Allocation Application are as follows:
 - a) Two organizational charts per Question #43 (expected of all applicants); and
 - b) Hardcopies of your investor letters if you complete Table C1.
- 7) All mailed documents must be received prior to the deadline indicated on the signature page, and must have original signatures.